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8 APR 1991

MEMORANDUM FOR: Deputy Director for Administration
FROM: Leslie C. Dirks
Deputy Director for Science and Technology
SUBJECT: DDA Officer Assignments

FILE: *CD-1*

- REFERENCES:
- A. D/L memo dtd 5 Dec 80, subj: Contracting Officer Assignments (OL 0 5337, DDA 80-2642, DDS&T 5693-80)
 - B. DDA memo dtd 8 Dec 80, subj: Contracting Officer Assignments (DDA 80-2642/1, DDS&T 5694-80)

1. Reference A covers a multitude of, in some cases, long-standing issues coupled with a current request, which I have separated in my response. Since receipt of Reference B, certain of the perceived irregularities have been taken care of to the satisfaction of both the Director of Logistics and me. The balance are agreed-to courses of action which I believe will satisfy the DDS&T requirements in the fulfillment of its mission. The agreements listed in the attached have been coordinated with Jim McDonald, and I look forward to the implementation of those which have not already been accomplished.

2. I appreciate the usual responsiveness of the DDA in filling our needs with the calibre of personnel to which we have become accustomed.

[Redacted Signature]

Leslie C. Dirks

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UNCLASSIFIED WHEN
SEPARATED FROM ATTACHMENT

[Redacted Attachment]

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DELEGATION OF CONTRACTING AUTHORITY

Pursuant to the authority contained in the referent, contracting authority is hereby delegated [redacted] to negotiate, execute, administer, and settle contracts in support of the NPIC Development Program, subject to the limitations set forth herein:

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a. Signatory Authority: Contracts and amendments not to exceed \$150,000 may be executed without prior review by the Chief, Procurement Division, Office of Logistics (C/PD/OL). Amendments solely adding incremental funds to a contract may also be executed without prior review and without dollar limitation.

b. Engineering Change Proposals: ECP's within the general scope of the NDP contract may be solicited without prior review by the Agency Contract Review Board (ACRB). ECP's shall not be authorized unless project funds have been committed therefor.

c. Policy Guidance: All procurements effected under this delegation shall be conducted in accordance with sound business and professional standards consistent with the following:

(1) Central Intelligence Agency instructions and regulations.

(2) Central Intelligence Agency Headquarters Handbook [redacted] "Acquisition Handbook," dated 15 May 1980.

(3) Office of Logistics instructions and Procurement Notes.

(4) Procurement Division, OL, instructions.

(5) Defense Acquisition Regulation.

(6) Federal Procurement Regulations 1-4.11 and Federal Property Management Regulation 1-101-35.

d. Agency Contract Review Board: Proposed contracts and amendments, requiring ACRB review pursuant to [redacted] will be forwarded through C/PD/OL to Procurement Management Staff (PMS), OL.

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SUBJECT: Delegation of Contracting Authority

e. Functional Management Guidance: The Procurement Division, OL, is tasked with the functional management responsibility for this position and shall provide staff advice and guidance to the Contracting Officer for the accomplishment of assigned tasks. To that end, the NDP Contracting Officer will provide C/PD/OL with a periodic briefing concerning the status of NDP contracts and will provide PD/OL with a copy of each contract and amendment.